

W A R N I N G

**IMPORTANT NOTICE
DO NOT DETACH**

SUPERFUND CONFIDENTIAL BUSINESS INFORMATION

All or a portion of the attached document is claimed to be confidential business information by the submitter pursuant to CERCLA, as amended, §104. Unless and until EPA makes a determination that the document is not confidential business information, it must be treated as such.

Any person handling or using the attached document in any way is responsible for preventing unauthorized disclosure while in his or her possession. §1905 of title 18 of the United States Code and CERCLA, as amended, §104(e)(7)(B) provide penalties for disclosure of confidential business information. They include criminal penalties and adverse personnel actions.

The document may not be disclosed further or copied by you except as authorized by The Superfund CBI Manual. If you have any questions concerning the appropriate handling of this document, please contact the attorney assigned to this case or the Office of Regional Counsel, EPA, Region 9.

MONTHLY TECHNICAL PROGRESS REPORT

for the period

February 1 – February 28, 2011

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted 03/03/2011
by**



GRB Environmental Services, Inc.
Consulting Environmental Engineers and Scientists

Table of Contents

I. TASK ACCOMPLISHMENTS.....	1
Task 1: Project Management	1
1.1 Manage the Contract.....	1
1.2 Closeout of the Contract	1
Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding.....	1
2.1 Organizing and Indexing	1
2.2 Document Pick-up, Processing, File Management, and Storage	2
2.3 Scanning	2
2.4 SCAP Support and WasteLAN Data Entry	3
2.5 Financial Documentation/Cost Recovery Packaging.....	3
2.6 Recycling and Shredding.....	3
Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production.....	7
3.1 Reference, Search, and Circulation Service.....	7
3.2 Freedom of Information Act (FOIA)	7
3.3 Photocopy and Redaction Service	8
3.4 CD-ROM Service	8
3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters	8
Task 4: Administrative Records (ARs) and Special Collections Management.....	9
4.1 Administrative Records	9
4.2 Work-Performed Compilations.....	10
4.3 Electronic Media and Microfilm Management.....	10
Task 5: Manage the Day-to-Day Operations of the Superfund Records Center	10
Task 6: Training and Orientation.....	11
Task 7: Online Operations and Internet Support	11
Task 8: Attend Meetings and Teleconferences	12
Task 9: Assist Region 9 with Implementing ECMS	12
II. DIFFICULTIES ENCOUNTERED	12
III. PERSONNEL ACTION	12
IV. SUMMARY OF TECHNICAL DIRECTION	12
V. STATISTICS	13
VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS	14

EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9

Monthly Report
February 2011

TOAM: Elaine Chan
PM: Anne Bonham

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on February 9.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on February 14.

The Records Center Performance Measurements Reports were submitted to the TOAM on February 4.

The PM met with the TOAM on February 17 to review the monthly reports and to verify the status of the contract.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 1,943 documents and edited 1,510 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

Librarian IVs eliminated the indexing backlog of the Abandoned Uranium Mines on the Navajo Nation site this month.

The site assessment Librarian IV received 17.6 lft. of new documents, of which 7.5 lft. were federal facilities documents, and processed 18 new sites.

Circulation Department staff shelf-read approximately 218.3 lft. of site files during the month.

The site assessment Librarian IV performed quality assurance on 7 site files.

The site assessment Librarian IV spent 3 hours updating Oil Facilities Response Plans.

On February 17 staff met with ORC Attorneys Michele Benson and Thomas Butler to discuss the Denova Environmental, Inc site file. As a result of the meeting a record was edited to more accurately reflect box contents.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

52 lft. of documents were picked up from EPA regional offices. 7 Transfer of Records forms were processed.

3.3 lft. of documents were retrieved from the FRC.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated February 2.

FRC Storage Report, updated February 2.

On-Site Storage Report, updated February 2.

Contracts On-Site Storage Report, February 4, 9, 18, 25.

Staff checked .1 lft. of unindexed San Gabriel Valley documents for possible duplication with documents already in the site file.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 3,516 documents (66,097 pages) during February and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 1 SCAP accomplishment document during February.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Thirteen Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
00/01/05/06	0916	AEROJET GENERAL CORP (RANCHO CORDOVA)
03	0916	AEROJET GENERAL CORP (RANCHO CORDOVA)
01	09L8	BURR BROWN
01	0936	DEL AMO FACILITY
02	0936	DEL AMO FACILITY
00	0946	MGM BRAKES
00	0958	OPERATING INDUSTRIES, INC., LANDFILL
00	0958	OPERATING INDUSTRIES, INC., LANDFILL (for 092R)
00	0958	OPERATING INDUSTRIES, INC., LANDFILL (for 09DH)
00	0958	OPERATING INDUSTRIES, INC., LANDFILL (for 09P2)
03	09R8	PHOENIX-GOODYEAR AIRPORT AREA
05	094X	SAN GABRIEL VALLEY (AREAS 1-4)
00	09R4	WESTERN PACIFIC RAILROAD CO.

Staff retrieved 3 cost packages/financial documents for EPA staff during February.

The Cost Package Documentation Index was updated on February 4, 9, 18, 25.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 4.83 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of February, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
0900	00	1633 NEWCOMB STREET
099R	00	ABANDONED URANIUM MINES OF THE NAVAJO NATION (NAUM-TRONOX V. ANADARKO LITIGATION)
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION*
0916	00	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	07	AEROJET GENERAL CORP (RANCHO CORDOVA)
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
09GU	01	ANACONDA COPPER CO (YERINGTON)
09GU	08	ANACONDA COPPER CO (YERINGTON)
0900	00	ANAMAX MINING CO. TWIN BUTTES
092Q	00	ANDERSEN AIR FORCE BASE
0900	N/A	APACHE JUNCTION (BROWNFIELDS)
09JS	00	ASARCO INC HAYDEN PLT
09JS	01	ASARCO INC HAYDEN PLT
0934	01	ATLAS ASBESTOS MINE
09KU	00	ATLAS ASBESTOS MINE
09PP	00	AUCLAIR DUMP SITE
0900	N/A	AZ DEPT OF ENVIRONMENTAL QUALITY (BROWNFIELDS)
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
09JW	02	B.F. GOODRICH
0900	00	BARRICK GOLD STRIKE MINE
09MM	00	BLUE LEDGE MINE
09H2	00	BROWN & BRYANT INC. (ARVIN PLANT)
09L8	01	BURR BROWN
0900	N/A	CA DTSC (BROWNFIELDS)
09GY	01	CASMALIA PHASE II
093H	00	CASMALIA RESOURCES
093H	01	CASMALIA RESOURCES
0900	N/A	CHOCHISE COUNTY AIRPORT (BROWNFIELDS)
0900	N/A	CITY OF FLAGSTAFF (BROWNFIELDS)
0900	N/A	CITY OF WEST SACRAMENTO (BROWNFIELDS)
0900	N/A	CLEAR CREEK PUMP STATION (BROWNFIELDS)
091N	01	COOPER DRUM
0900	00	COVE MESA AGGREGATED URANIUM MINES
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
09H5	00	CTS PRINTEX, INC.
09H5	01	CTS PRINTEX, INC.
0900	N/A	CULVER CITY DOG PARK (BROWNFIELDS)
09AJ	00	DAVIS MONTHAN AFB
0936	01	DEL AMO FACILITY
0936	03	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
09HB	00	DENOVA ENVIRONMENTAL INC.
0900	00	DUVAL CORP ESPERANZA MINE
09P8	00	EDWARDS AIR FORCE BASE
0900	00	ENOS JOHNSON URANIUM MINE-RED VALLEY
094R	01	FRONTIER FERTILIZER
0900	N/A	GLOBE LIBRARY (BROWNFIELDS)
0900	N/A	GREENLEE COUNTY AIRPORT (BROWNFIELDS)

SSID	OU	SITE NAME
09X6	00	HALACO ENGINEERING CO
09B8	00	HASSAYAMPA LANDFILL
09B8	01	HASSAYAMPA LANDFILL*
09BL	00	HICKAM AIR FORCE BASE
0900	N/A	HISTORIC HWY 40 (BRN)
09C8	00	HONEYWELL DEER VALLEY COMPUTER PARK
09WJ	00	INDALEX ALUMINUM SOLUTIONS
0920	00	INDIAN BEND WASH NORTH
0920	08	INDIAN BEND WASH NORTH
09G6	00	INDIAN BEND WASH SOUTH
09G6	03	INDIAN BEND WASH SOUTH
09G6	07	INDIAN BEND WASH SOUTH
09G9	01	INDUSTRIAL WASTE PROCESSING
0988	01	INTEL CORP (SANTA CLARA 3)
0917	04	IRON MOUNTAIN MINE
0917	05	IRON MOUNTAIN MINE
0917	06	IRON MOUNTAIN MINE
0974	01	J.H. BAXTER & CO
09FM	01	KLAU/BUENA VISTA MINE
09FM	02	KLAU/BUENA VISTA MINE
09FM	03	KLAU/BUENA VISTA MINE
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
093Y	03	LAVA CAP MINE
097J	01	LEHR/OLD CAMPUS LANDFILL
0900	00	LEMOORE NAVAL AIR STA
0989	00	LORENTZ BARREL & DRUM CO
09X8	01	LORENTZ BARREL & DRUM CO
09X8	02	LORENTZ BARREL & DRUM CO
098P	00	MARE ISLAND NAVAL SHIPYARD
098P	01	MARE ISLAND NAVAL SHIPYARD
09TA	00	MARIANO LAKE AUM SITE
0900	00	MARINE CORPS BASE HAWAII
09QN	00	MCCLELLAN AIR FORCE BASE
09TL	00	MCDERMITT MINE
0900	00	MESA I MINES
0900	00	MESA II MINES NO. 1 & 2, P-21
0900	00	MESA III MINE
0900	00	MESA V MINE
09M6	01	MEW STUDY AREA
0946	00	MGM BRAKES
09J4	01	MODESTO GROUND WATER CONTAMINATION
0926	01	MONTROSE CHEMICAL CORP
0926	02	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
0926	07	MONTROSE CHEMICAL CORP
09CA	00	MONTROSE CHEMICAL CORP
09BE	13	MOTOROLA, INC. (52ND STREET PLANT)
0915	00	MOUNTAIN VIEW MOBILE HOME ESTATES
0900	00	NAVAJO - PINE HILL DIP VAT
0900	00	NAVAJO - TOADLENA MTN. DIP VAT
0900	N/A	NAVAJO SHEEP DIP VAT PROJECT
09QM	00	NE CHURCHROCK QUIVIRA MINES

SSID	OU	SITE NAME
09K7	00	NEW IDRIA MERCURY MINE
09J5	03	NEWMARK GROUNDWATER CONTAMINATION
0900	00	NOGALES GRAND AVENUE PLUME
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09SR	00	NORTHEAST CHURCHROCK MINE SITE
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL
09TJ	00	NUWAY DRY CLEANERS
09CF	00	OAKLAND ARMY BASE WAREHOUSE AREA
0900	N/A	OFIESH PROPERTY (BROWNFIELDS)
0900	N/A	OLD TOWN SITE (BROWNFIELDS)
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL*
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
09A7	01	ORDOT LANDFILL
09J6	01	PACIFIC COAST PIPELINES
0900	00	PACIFIC MISSILE TEST CTR
091S	00	PEARL HARBOR NAVAL COMPLEX
091S	01	PEARL HARBOR NAVAL COMPLEX
0900	N/A	PERCHLORATE DOCUMENTS
0900	00	PHELPS DODGE CORP NEW CORNELIA BRANCH
0900	N/A	PHOENIX AVE SITES (BROWNFIELDS)
0919	00	PHOENIX-GOODYEAR AIRPORT AREA
0919	06	PHOENIX-GOODYEAR AIRPORT AREA
09R8	00	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
0900	N/A	PUBLIC WORKS YARD (BROWNFIELDS)
0900	00	ROTOMETALS
0900	N/A	ROUTE 66 CORRIDOR (BROWNFIELDS)
0900	N/A	RV SHOP (BROWNFIELDS)
0900	N/A	S&S POLISHING & PLATING, INC
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-BROADWAY)
09SF	04	SAN FERNANDO VALLEY (AREA 2, EXCELLO PLATING)
094X	01	SAN GABRIEL VALLEY (AREAS 1-4)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	06	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	00	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09WK	00	SANTA FE MINE #2 - RED MOUNTAIN
0900	00	SEAL BEACH NAVAL WEAPONS STA

SSID	OU	SITE NAME
0900	N/A	SHOW LOW CITY LIBRARY (BROWNFIELDS)
0900	00	SIMPSON'S CLEANERS
0942	02	SOUTH BAY ASBESTOS
0964	01	SOUTH BAY BASIN
0900	N/A	SPECIAL PLANNING SITE #1 (BROWNFIELDS)
09QL	00	SSFL: SANTA SUSANA FIELD LABORATORY
0900	N/A	ST JOHNS CEMETERY EXPANSION (BROWNFIELDS)
0900	N/A	ST JOHNS CITY HALL (BROWNFIELDS)
0900	N/A	STANDIN' ON A CORNER PARK (BROWNFIELDS)
0900	00	STOCKTON NAVAL COMMUNICATIONS STN
0901	05	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09K2	02	SULPHUR BANK MERCURY MINE
09RQ	00	TEEC NOS POS NAVAJO RADIOACTIVE STRUCTURES
0900	00	THE LEARNER COMPANY
0900	N/A	TRANSIT TRANSFER CENTER (BROWNFIELDS)
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09WC	00	TSMY CYLINDER SITE
09RF	00	TUBA CITY ABANDONED LDFL
091C	01	TUCSON SOURCES
0900	00	TWENTYNINE PALMS MCAGCC
09R3	02	UNITED HECKATHORN CO
0900	00	WAKE ISLAND AIRFIELD
09SU	00	WEST OAKLAND LEAD REMOVAL
09R4	00	WESTERN PACIFIC RAILROAD CO.
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
0900	00	WHEELER AIR FORCE BASE
0900	00	WHIRLWIND MINE
0900	N/A	WILL CAT HILL (BROWNFIELDS)
09Q1	01	WILLIAMS AIR FORCE BASE
09QC	00	YOSEMITE CREEK SEDIMENT

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 66 requests for documents, performed 573 database searches in SDMS-C, and provided 62,552 documents for EPA staff and other requesters.

Thirty-five indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on February 2.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 9 FOIA requests totaling 17.5 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 3,417 non-FOIA-related pages for EPA staff and other requesters. In addition, staff printed 940 pages from SDMS-C.

At the request of EPA staff 2 documents from the Northeast Churchrock Mine site file and 1 document from the NE Churchrock Quivira Mines site file were redacted in preparation for the upcoming ARs.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 32 requests for documents on CD-ROMs. 279,060 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of February, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES OF THE NAVAJO NATION (NAUM-TRONOX V. ANADARKO LITIGATION)
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09DJ	01	AMCO CHEMICAL
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09JW	00	B.F. GOODRICH
0900	00	BANANA STREET PIT
09MM	00	BLUE LEDGE MINE
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
091F	01	BROWN & BRYANT INC. (SHAFTER FACILITY)
0900	00	CACTUS GOLD MINES CO
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09HB	00	DENOVA ENVIRONMENTAL INC.
0900	00	FIREBALL IND INC
09B8	00	HASSAYAMPA LANDFILL
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0943	00	KOPPERS CO. INC. (OROVILLE PLANT)
093Y	01	LAVA CAP MINE
09J4	00	MODESTO GROUND WATER CONTAMINATION
09J4	01	MODESTO GROUND WATER CONTAMINATION
0926	01	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	13	MOTOROLA, INC. (52ND STREET PLANT)
09QM	00	NE CHURCHROCK QUIVIRA MINES
09BC	01	OMEGA CHEMICAL CORP
09J6	00	PACIFIC COAST PIPELINES
09J6	01	PACIFIC COAST PIPELINES
0900	N/A	PERCHLORATE DOCUMENTS
09R8	01	PHOENIX-GOODYEAR AIRPORT AREA
09BY	00	RIO TINTO COPPER MINE
0900	00	RUSSELL MOE DUMP
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	01	SAN GABRIEL VALLEY (AREAS 1-4)
09WM	00	SANTA FE SPRINGS DRUMS
0900	00	STRAWBERRY AUTO SERVICE
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09RF	00	TUBA CITY ABANDONED LDFL
091C	00	TUCSON SOURCES

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The following AR was compiled, copied, and sent to the repository in February:
Santa Fe Springs Drums Removal AR, sent February 10.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Three work-performed compilations were created or updated during February for the following sites:

OU	SSID	Site Name
01	091N	COOPER DRUM
05	0917	IRON MOUNTAIN MINE
01	099K	PEMACO MAYWOOD

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 15 collections
Electronic files attached to E-mails: 75 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of February, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
09DJ	00	AMCO CHEMICAL
091N	01	COOPER DRUM
09H5	00	CTS PRINTEX, INC.
09B8	00	HASSAYAMPA LANDFILL
0917	05	IRON MOUNTAIN MINE
0926	07	MONTROSE CHEMICAL CORP
09QM	00	NE CHURCHROCK QUIVIRA MINES
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL
09BC	02	OMEGA CHEMICAL CORP
09J6	00	PACIFIC COAST PIPELINES
099K	01	PEMACO MAYWOOD
098V	06	SAN GABRIEL VALLEY (AREAS 1-4)
09WM	00	SANTA FE SPRINGS DRUMS
09WC	00	TSMY CYLINDER SITE

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on February 24.

The PM held a Managers/Supervisors meeting on February 16.

The PM held a Scanning Department meeting on February 8.

The PM held a Cost Recovery Department meeting on February 8.

The RMS IV/Assistant Manager held meetings with special projects staff on February 7 and 8.

The RMS IV/Circulation Department Supervisor held a departmental meeting on February 18.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on February 17.

The PM purchased supplies and/or equipment during February as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

No training requested in February.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On February 10, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III coordinated with Al Belbahri on the monthly Dragon Database Certification of the SFREC Server. All Event logs, Active Directory accounts, Windows Updates and SEP Definitions were reviewed and verified February 28.

An RMS IV/IS III coordinated with John Snaauw to resolve problem signing into the SEP Management Console via Internet Explorer February 28. This is an ongoing problem we will continue to work on until resolved.

An RMS IV/IS III coordinated with Andy Terry and Steve Dunn to resolve issue with FinePrint installation on the Citrix Server Environment February 28. This is an ongoing issue that we will continue to work on until resolved.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The PM, RMS IV/Assistant Manager, and RMS IV/Head Indexer attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on February 17.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in February.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

No activity occurred in this reporting period.

II. DIFFICULTIES ENCOUNTERED

The previously reported problem with over 2,000 corrupted records was resolved by the SDMS development team February 17.

III. PERSONNEL ACTION

No personnel action was taken in this reporting period.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 9 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 10 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
3,636	65.6 lft.	213.6 lft.

Inventories

Records Surveyed	Year to Date
24.5 lft.	122.4 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	182.5 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
54	1	1	0	9	0	0	3	68

VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

SSID 099R, OU 00, ABANDONED URANIUM MINES ON THE NAVAJO NATION

Two RMS IVs and four Librarian IV/Records Librarians performed indexing (653 documents, 1.2 linear feet) and three RMS II/Scanning Specialists performed scanning (29,306 pages) for discovery compilation (work request #110126-1128 submitted by L. Williams). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 263.6 hours were expended on this effort during the month.

SSID 09B8, OU 01, HASSAYAMPA LANDFILL

One Librarian IV/Records Librarian performed indexing (144 documents, 5.36 linear feet) and three RMS II/Scanning Specialists performed scanning (30,030 pages) for AR microfilm-to-disc conversion (work request #110124-1604 submitted by A. Benner) and in order to reduce the backlog of indexing for this site (work request #110124-1543 submitted by A. Benner). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 182.9 hours were expended on this effort during the month.

SSID 0958, OU 01, OPERATING INDUSTRIES, INC., LANDFILL

One Librarian IV/Records Librarian performed indexing (27 documents, .92 linear feet) and three RMS II/Scanning Specialists performed scanning (3,999 pages) for work request # 81128-1802 submitted by E. Chan. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 96.3 hours were expended on this effort during the month.